

**CAEDMON COLLEGE WHITBY POLICY DOCUMENT – BTEC INTERNAL
VERIFICATION**

BTEC INTERNAL VERIFICATION (IV) POLICY

NB: Please also refer to the Examinations Policy document alongside this document.

College Governance Status

This policy was created in 2009 and formally adopted by Governors on 18 March 2009. It is reviewed alongside the exams policy each year and whenever new guidance is issued.

Review dates	By Whom	Approval date
June 2010	Staff and Governors	19.10.10
November 2014	Staff and Governors	08.12.14
June 2016	Staff and Governors	23.06.16
February 2019	Staff and Governors	21.2.19

Signed by the Chair:



BTEC Internal Verification

Internal verification of BTEC work is a quality assurance process to ensure that BTEC assignments are standardised and fit for purpose, and also to ensure that assessors correctly assess and grade learners' work. Internal verification is required by Edexcel. Internal verification records are audited annually by the Centre during the Centre Quality Review and must be held by the Centre for three years after learner certification.

Internal verification document templates, published by Pearson Edexcel for use by centres, are stored in the BTEC Shared Area on M: drive. Templates are available for both QCF and NQF BTECs. The Quality Nominee is responsible for ensuring that Lead Internal Verifiers (LIVs) have knowledge of and access to the correct documentation.

BTEC Assignment Schedules

The Lead Internal Verifier (LIV) is responsible for writing an Assessment Schedule for each course and each cohort of learners. The Assessment schedule should be completed on the Assignment Schedule pro forma. The Assignment Schedule shows the planned dates for the issue, hand-in and marking of assignments, both first and resubmissions where appropriate, as well as the dates for internal verification of assessment decisions. Assignments schedules should be in place at the start of the course. It is the LIV's responsibility to share the assignment schedule with teachers and ensure that the Assignment Schedule is adhered to. However, the Assignment Schedule is a working document and can be modified if necessary. The LIV must approved any changes made to the assignment schedule and keep up-to-date records.

Internal verification of BTEC assignment briefs

All assignments must be internally verified before they are issued to students. Internal verification is carried out by a suitably experienced BTEC teacher (an Internal Verifier, IV). In programmes taught by two or more members of staff, teachers verify each other's assignments; in subjects where there is only one teacher writing and delivering the course, assignments must be verified by the Lead IV of another subject. Assignments cannot be verified by the author. The author of the assignment brief must write the assignment on the appropriate Assignment Brief pro forma for the qualification they are delivering, either QCF or NQF. The author must also pass the assignment

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brief to the IV in advance of the assignment hand out date so that there is enough time for the internal verification process.

The Internal Verifier must complete an Internal Verification of Assignment Brief pro forma. The IV must refer to the relevant Unit specification document, which includes the assessment and grading criteria, in order to check that details on the assignment brief are correct. If the assignment brief is fit for purpose the Internal Verification of Assignment Brief document must be signed-off by the IV, and by the author of the assignment brief, before it is handed out to the learners. If the assignment brief is not fit for purpose, the IV must record clearly the amendments required and pass the assignment brief back to the author for corrections. When the assignment brief is amended so it meets the required standards the IVAB form must be signed-off by the author and IV. The author is responsible for informing the LIV of any changes to assignment hand in and hand out dates that will affect the Assignment Schedule. The Lead IV is responsible for keeping accurate records of the internal verification of assignment briefs, including the IVAB documents.

Internal verification of BTEC assessment decisions

All assessment decisions must be internally verified before marked assignments are returned to learners. Where applicable, both first submissions and resubmissions must be verified. Internal verification is carried out by a suitably experienced BTEC teacher (an Internal Verifier, IV or Lead IV). The Assessor (ie, the teacher) must assess the work submitted by a learner for an assignment within the timeframe set out on the assignment schedule, and record the assessment criteria awarded, feedback, and general comments on the appropriate Assessment Record sheet.

The Lead IV is responsible for planning the sampling of learner work so that, over the duration of the course, the assessments of all learners and all levels of achievement are verified. Each learner should have assessment decisions verified from every unit completed. In addition, the work of all assessors must be verified.

There is no prescribed sample size, but a well-constructed sample should consider:

- the full range of assessment decisions made: work meeting distinction criteria, merit criteria, pass criteria, and no criteria, should all be included in the sample if possible
- the experience of the Assessor: new or inexperienced Assessors should have more work internally verified than an experienced Assessor
- the size of the group of learners
- known issues with internal verification: these may have been identified by previous internal or external quality assurance processes and may increase the sample size.

The assessor must supply the verification sample that has been chosen by the Lead IV according to the timescale specified in the Assessment Schedule.

The Lead IV must complete an Internal Verification of Assessment Decisions pro forma (IVAD) for each assignment checked. If the assessment decisions are accurate this document must be signed-off by both the IV and the Assessor before the work is returned to the learner. If the assessment decision is not accurate, the IV must record clearly the amendments required and return the work to the Assessor to be assessed again. When the assignment has been marked and assessed accurately, the IVAD form must be signed-off by the author and Lead IV. The Lead IV is responsible for keeping accurate records of the internal verification of assessment decisions, including the IVAD forms.